

From: Bell, Jennifer C. DPI <Jennifer.Bell@dpi.wi.gov>
Sent: Thursday, May 16, 2019 12:25 PM
To: ACT Test Coordinators, DACs, and High School Principals
Subject: WI Statewide ACT Aspire Assessment Update - May 16

Dear educators,

The Aspire test window closed on Friday, May 10. Thank you for your work administering the ACT Aspire Early High School assessments to students. Please read below for information on finishing up Aspire administration and reporting deliverables and dates for all three high school assessments.

Aspire

- **Paper Materials Returns** - For students who tested with **paper forms**, the deadline for ACT Aspire to receive all paper materials is **May 17, 2019**. Answer documents received after this date will not be scored. Follow the instructions on pp. 20-23 in the [Aspire Test Coordinator Manual](#) on how to pack and return paper materials. Call UPS at 800-823-7459 to schedule a pickup request for *Pearson* using their *Return Service*.
- **Students Who Did Not Test** - For students who took DLM or did not test for any other reason, the deadline to enter not tested codes is **May 20**. Enter codes on the student profiles under the Testing Accountability tab. Instructions for marking the reasons not tested are on pp. 4-5 of the [WI Administration Supplement](#).
- **Score Reports Delivery** - Scores will be reported in the Aspire portal in early to **mid-July**. Schools should download and print Individual Student Reports and distribute to students and families. There are a number of additional reports that can be retrieved from the portal including skill and subject proficiencies by groups, by demographics, and by student. The [Summative Reports Guide](#) lists all the reports that are available. There are [Summative Report Samples](#) and also a [training video](#) on how to access the reports in the portal.
- **Understanding Score Reports** - To help students, families, and educators understand the ACT Aspire score reports, there are a number of resources linked on the [DPI ACT Aspire Data and Results Webpage](#). This webpage includes links to Individual Student Report (ISR) cover letters in English, Spanish, and Hmong. The [Understanding Your ACT Aspire Results](#) document (also in [Spanish](#)) is a helpful resource for families. The [Interpretive Guide for ACT Aspire Summative Reports](#) provides more in-depth information on scoring and reports.

WorkKeys

- **Score Reports Delivery** - Paper student score reports and National Career Readiness Certificates (NCRCs) will be mailed to schools in **mid-June**. These reports will be shipped to the school and addressed to the ACT Test Coordinator. High schools will receive two reports for each student – the Individual Summary Score Report and the Summary Score Report. DPI recommends that schools distribute the Individual Summary Score Report to each student and keep the Summary Score Reports on file at the school. The school will also receive a WorkKeys Roster Report for school use.
- **Understanding Score Reports** - A number of resources on the use and interpretation of WorkKeys National Career Readiness Certificates (NCRCs) and individual score reports are found on the [WorkKeys Data and Results Webpage](#) including the [WorkKeys Score Report Schedule](#).

- **Accessing Reports Online** – All of the paper reports sent to schools (except the NCRCs) will also be available to schools in the Validus online reporting portal in **mid-June**. ACT sent two emails to school test coordinators on Tuesday, May 14 – one email with information about Validus and a second email with a reset password.

ACT

- **Score Reports Delivery** - Most students in Wisconsin have received their scores from the statewide test date since ACT sends paper score reports to students' homes and schools 3-8 weeks after testing is completed. Students who tested during the makeup and emergency windows will receive scores 3-8 weeks after those test dates. Most schools have also now received the High School Checklist Report, High School Student Reports, and Student Score Labels. Aggregate reports by school and district (called the [ACT Profile Report](#)) will be available to schools and districts in PearsonAccessNext (PANext) in **mid-June**. A data file of student level data will be available to DACs in PANext in **mid-June**. Please see the report samples and ACT Score Report Schedule linked on the [DPI ACT Data and Results page](#) for all dates and deliverables.
- **Understanding Score Reports** - To help students, families, and educators understand the ACT score report, ACT has a number of resources. DPI has linked many of them at the [DPI ACT Data and Results Webpage](#). The [Understanding Your Scores](#) page (including an interactive score report) and [Using Your ACT Results](#) (also in [Spanish](#)) are helpful resources for students. [The ACT User Handbook for Educators](#) is a comprehensive resource that includes detailed information on scoring and reports.
- **Accessing Scores Online** - Students can access their ACT scores online one week after the paper score report is received. Students logon to [The ACT Student Web Account](#) and create an account using the information on their paper report. This information can be found on page 3 in the [Taking the ACT Test](#) booklet that students were provided when completing their answer document non-test information. Questions may be directed to [ACT Contact Us](#), ACT-WebAccount@act.org, or ACT Student Services at (319) 337-1270.
- **ACT Retakes on National Test Dates** - Fee waivers are available to students with financial need. Schools order fee waivers and distribute them to students. Fee waivers are one of the "support materials" schools can [order online](#). [Ordering instructions](#) and [more information about fee waivers](#) are found on the ACT webpages. You may also call ACT Customer Care at 319.337.1320 and they can help you place an order. Free ACT test prep is available to *all* students through the [ACT Academy](#). Only the statewide, grade 11, ACT test is used for accountability.

Thank you for your contributions to a successful testing experience for all students. For assistance, please contact:

Aspire Help Desk
855-730-0400

ACT Help Desk
General: 800-553-6244, ext. 2800
Accommodations: 800-553-6244, ext. 1788;
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Wisconsin high school principals, district assessment coordinators, and ACT test coordinators received this email.